

Schedule

[F. No...5(1)/2014-Estt.I]

Name of post.	Number of post.	Classification.	Level in the pay matrix	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Gestetner Operator	1* (2017) * Subject to variation dependent on work load.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level – 2 in the pay matrix Rs. 18000-39,900/-	Non-selection	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which Promotion/ Deputation/ absorption to be made.			If a Departmental Promotion Committee exists, what is its composition.			Circumstances in which the Union Public Service Commission to be consulted to making recruitment.	
(10)	(11)			(12)			(13)	
By Promotion	MTS with three years' regular service in the grade having proficiency in operating and maintaining Gestetner machine will be eligible for promotion. Note: Where juniors who have completed their qualifying or eligibility service are being considered provided they are not short of the requisite qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have completed such qualifying or eligibility service.			Departmental Promotion Committee (for considering promotion) consisting of :- 1. Director General or Head of the Department, DGCIS - Chairman; 2. Director, DGCIS- Member; 3. Deputy Director (Administration), DGCIS or an officer entrusted to do the work of Deputy Director (Administration) - Member; 4. An Officer of appropriate status of any other office – Outside Member			Not applicable	

(Subhajit Roy)
Deputy Director/ Head of Office